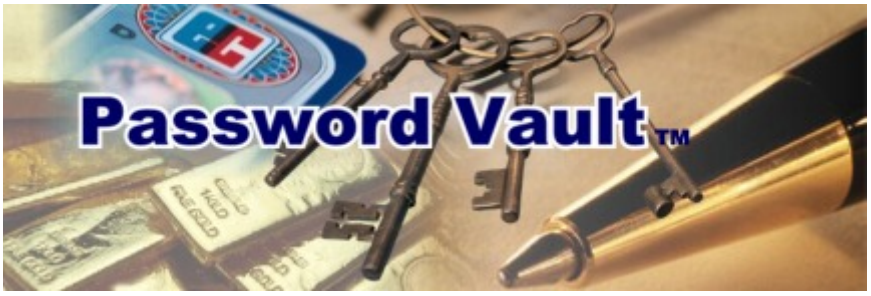

Password Vault ™ User Manual version 2.0

Bayview Software Solutions

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Introduction

Getting Started

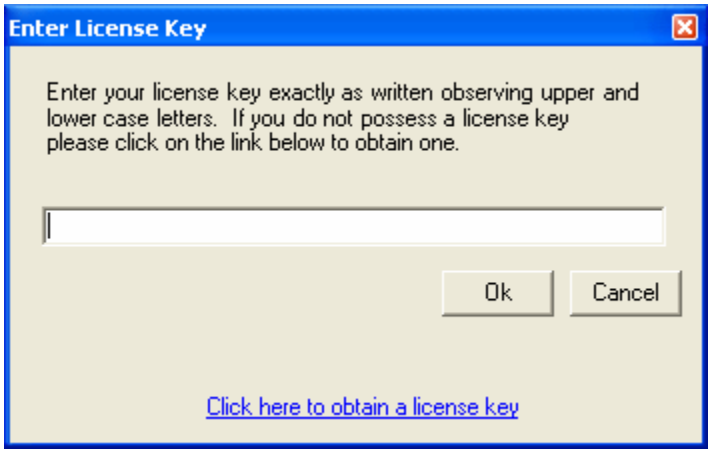
Entering your license key

Your Password Vault program requires a license key to run. There are two valid types of license keys are that can be obtained through Bayview Software Solutions or an authorized retailer of Password Vault. Please visit www.bayviewsoftware.net to obtain a valid license key if you do not currently have one.

A limited trial license key can be obtained free of charge. The limited license key will with unlock all the features of Password Vault 2.0 for a period of 30 days from the installation of the key.

An unlimited license key can be obtained for a nominal fee. The unlimited license key will unlock all the features of Password Vault 2.0 and will not expire.

When the program is run for the first time you will be prompted for a license key. Enter your license key exactly as written paying attention to both upper and lower case letters.


Enter License Key
Enter your license key exactly as written observing upper and lower case letters. If you do not possess a license key please click on the link below to obtain one.
Ok
Cancel
Click here to obtain a license key

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Entering your Master Password

When running the program for the first time you will be prompted to enter a Master Password. It is very important to not forget this password as it will unlock your Password Vault. If the master password is forgotten you will not be able to access the information that you have stored in the Password Vault.

It is also important to not use a password that would be easy to guess based (i.e. the name of your children or pet). It is best to use a combination of letters, upper and lower case, as well as numbers.
The following form will be displayed. Enter the master password twice for verification.

Master Password Entry
No Master Password has been found.
Please enter a new master password.
It is critical not to forget this password
as it will unlock your password vault.
Enter Master Password
Re-Enter Master Password
Ok
Cancel

Once the Master password is entered it will be used as a key element in the encryption of all other passwords stored in the vault. The Master password is not actually stored in the vault. This feature as well as the U.S. Government approved encryption algorithm function to secure your personal identification information stored within the vault.

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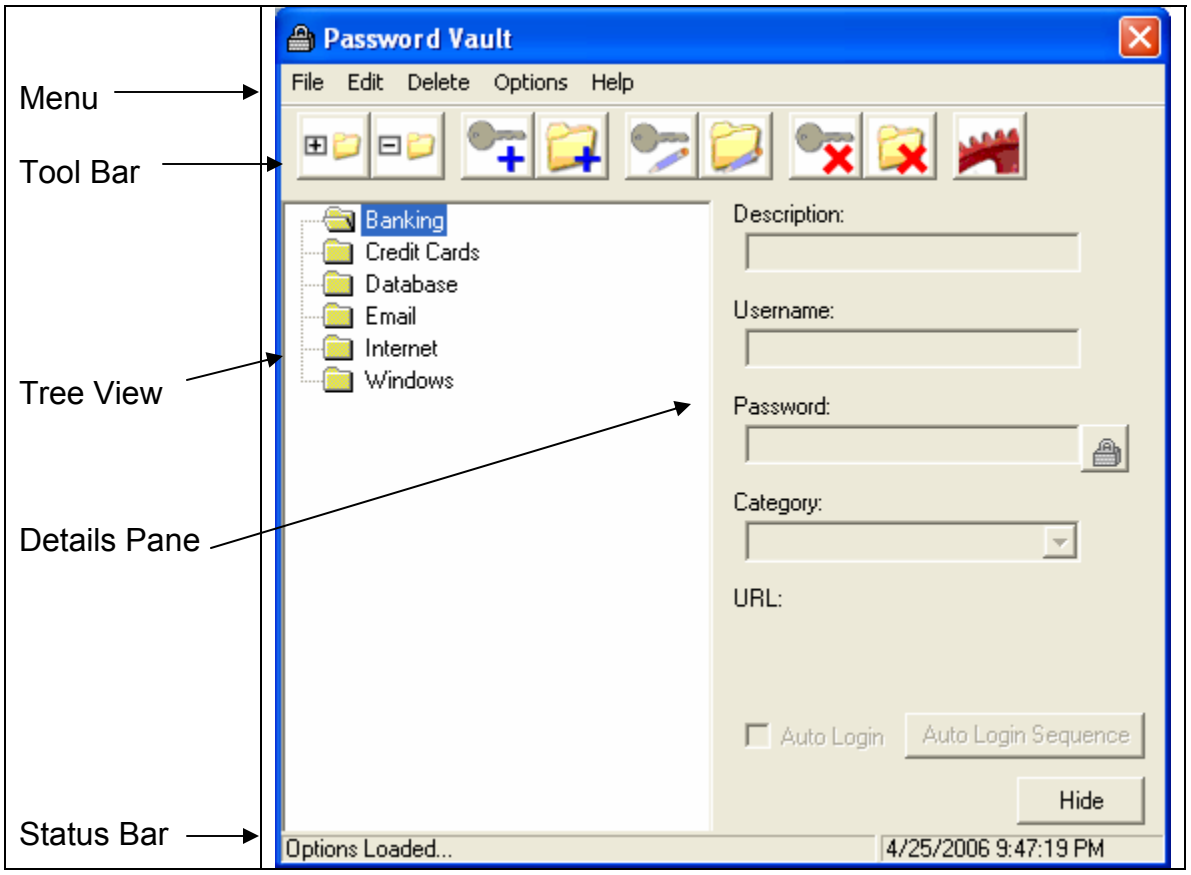
Program Layout

The Password Vault is designed for easy and efficient navigation. All aspects of the operation of the Password Vault program have been designed with ease of use in mind. The following figure shows the layout of the Password Vault main form.



Menu	The menu provides access to many of the functions of the Password Vault. Click on a menu item will display a drop down list of all available items under that menu. Clicking on the item on the list will activate that function.
Tool Bar	The toolbar contains the most frequently used feature of the program. Clicking on the tool bar button will activate that function. Note that some functions require a password or category to be selected in the Tree View.
Tree View	The Tree View will display all the Categories of passwords as well as all the passwords in the vault. A + sign to the left of a category folder indicates that the category contains one or more passwords. Clicking on the + sign will display the passwords stored under that category.

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Details Pane	The details pane is used to display, enter, and update password information. The details pane also contains special buttons to access the Password Generator and the Auto Login Sequence editor.
Status Bar	The status bar provides information about the operation of the program.

Tutorial

Categories

Categories are used to organize your passwords. When you create a new category a new folder will appear in the Tree View. As new passwords are created and assigned to the category they will appear under the category folder in the Tree View. Figure 1 shows categories that will be available when you open your vault, the Banking category is selected.

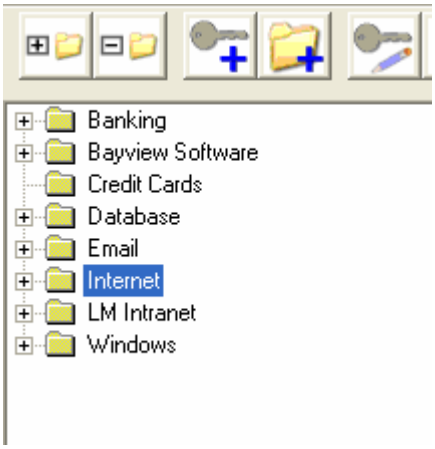

Figure 1

Add a Category

Follow these steps to add new categories to your vault.

Step	Actions
1	Click on the button on the tool bar.
2	Enter the name of the new category into the text box then, click OK.

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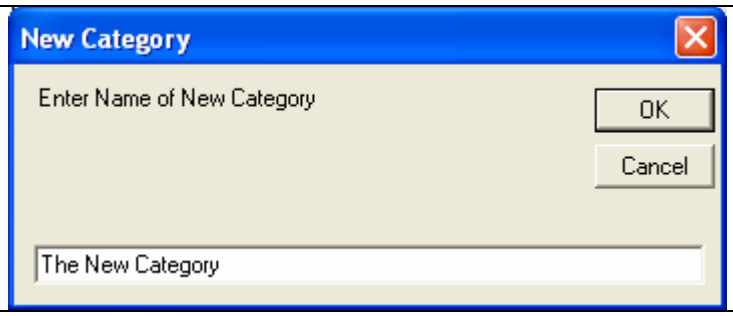
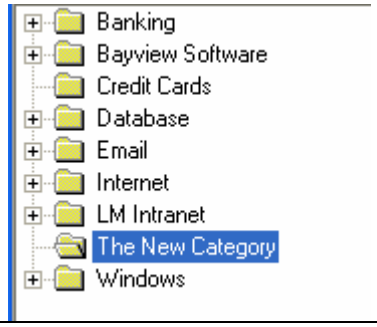
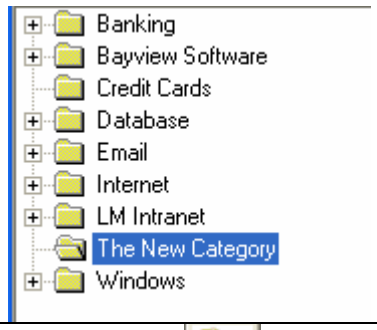
	
3	The new category will now appear in the Tree View. 

Edit an existing Category

Follow these steps to change the name of an existing category.

Step	Actions
1	Select the category that you want to edit in the Tree View. 
2	Click on the button on the tool bar.
3	Modify the name of the category in the text box provided then, click OK.

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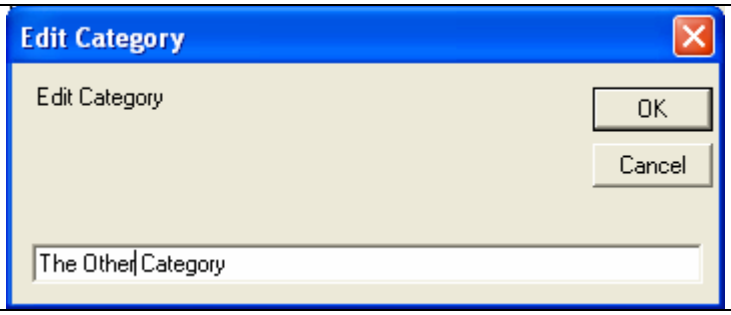
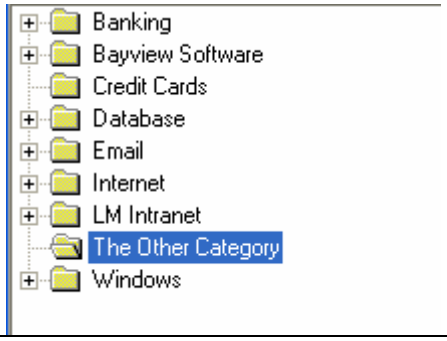
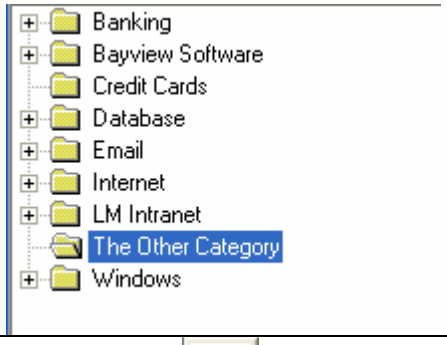
	
4	The edited category name will now be displayed in the Tree View. 

Delete a Category

A category can be deleted but any passwords assigned to that category must me assigned to a new category first. I this step is not taken, any passwords assigned to that category will be deleted along with the category.

Step	Actions
1	Select the category that you want to delete in the Tree View. 
2	Click on the button on the tool bar.
3	Click OK to confirm the category deletion. Once confirmed the category will be removed from the Tree View and the vault.

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	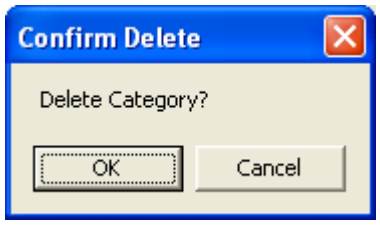

Passwords

A password entry is made up of a password, username, description and other information (see figure 2). Passwords and associated sensitive information are stored in an encrypted format within the vault. Although the Password Vault has many security features, the encryption of the data stored in the Password Vault database, is the most important.

Field	Description
Description	The description of the password that will show up in the Tree View under the assigned category. This will help you identify what the password belongs to.
Username	If the password is associated with a login account it will most likely have a username.
Password	Your password, PIN, Credit Card Number or other sensitive information. To the right of the text box is a button. Click on this button to activate the Password Generation feature. This function will generate strong random passwords to you specification. (see Password Generation section).
Category	The category Folder in the Tree View that the password will be found in.
URL	The Web Address, program shortcut, or network URL that this password is associated with. This field will turn into a hyperlink that will launch what ever has been entered here. Note: For web pages this can be easily copied from your browser address bar, or by right mouse clicking on a hyperlink. For windows programs this can by viewing the properties of a program, Start menu item, or program shortcut.

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	Examples: http://login.yahoo.com/ C:\Program Files\Outlook Express\MSIMN.EXE \\servername\sharename
Auto Login	This is a checkbox indicating yes or no. An Auto login sequence must be defined for this function to work properly. See Automated Logins for detailed information.

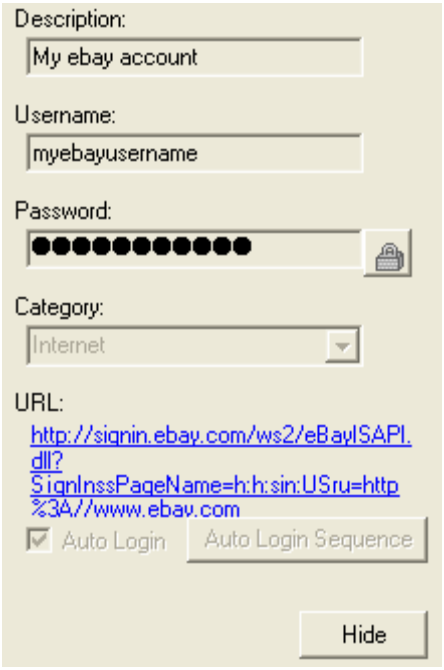

Figure 2

When creating and editing passwords the “Save” and “Cancel” buttons appear at the bottom of the detail pane. The “Auto Login Sequence” button is only available in Edit mode (see the section on Edit a Password).

Add a password

Follow these steps to add passwords to your vault.

Step	Actions
1	Click on the button on the tool bar. This will make the boxes in the

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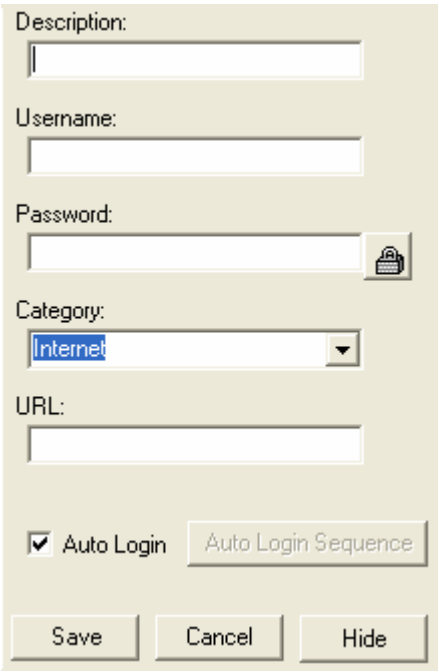
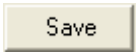
	detail pane editable and disables the menu, Tree View, and Tool Bar. If you change your mind and don't want to add the password, Click the Cancel button at the bottom of the screen.
2	Enter information into the detail pane. See figure 2 above for more information on each field. Click button to activate the password generation feature. 
3	Click on the  button at the bottom of the screen to save your new password. The new password will available from the tree view.

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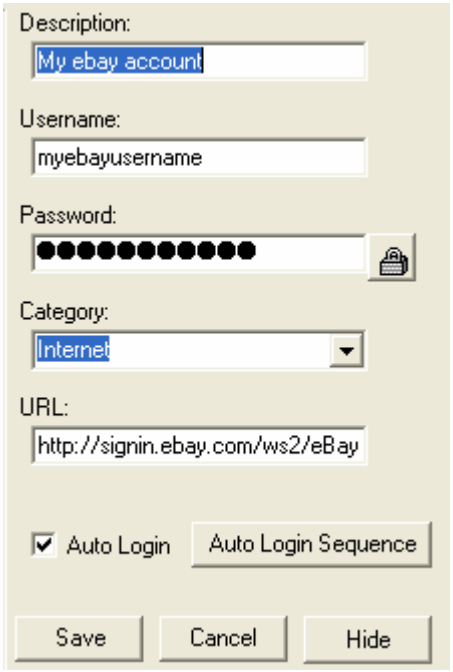
Edit a password

To make modifications to an existing password or to change your Auto Login sequence follow these steps.

Step	Actions
1	Click on the button on the tool bar. This will make the boxes in the detail pane editable and disables the menu, Tree View, and Tool Bar. If you change your mind and don't want to add the password, Click the Cancel button at the bottom of the screen.
2	Modify the information in the detail pane as necessary. See figure 2 above for more information on each field. Click button to activate the password generation feature. Also notice that the "Auto Login Sequence" button is now available. See the section on the Auto Login feature for more details. 
3	Click on the "Save" button to retain any changes that you have made. Clicking on the "Cancel" button will discard any changes made.

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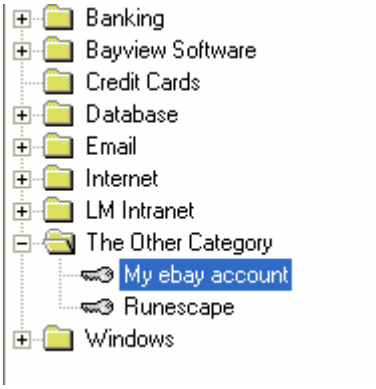
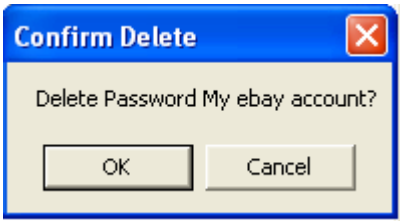
Delete a password

Deleting a password will remove it permanently from the vault. Follow these steps to delete a password.

Step	Actions
1	Select that password that you wish to delete in the Tree View. 
2	Click on the button.
3	Click on the “OK” button to confirm the deletion. The password will be removed from the vault and no longer visible in the Tree View. 

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Setting Options

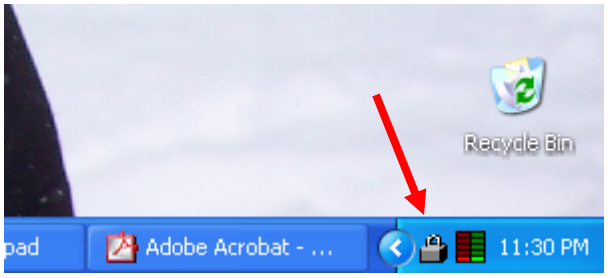
Clicking on the button on the toolbar will display the options form (figure 3). Clicking in the box next to the option will turn on or off the option. An √ in the box next to the option indicates that the option is on. The following sections explain in detail what each option is.

options
Lock the program when minimized to system tray.
Hide the Password with **** characters
Copy password to clipboard when node is selected.
Clear clipboard after two minutes.
Ok

Figure 3

Lock the program when minimized

When the “Hide” button is click the program is minimized to the “system tray”. The system tray is typically located at the bottom right corner of your screen.



To show the program use the right-mouse menu or double-click on the icon. When the “Lock the program when minimized” option is set, the Master password login screen with be displayed. This is a safety feature to protect your password information if you forget to lock your windows desktop and leave your computer. If this option is not turned on the main screen of the Password Vault will be displayed.

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Hide the password from view

This is a security feature that prevents anyone “looking over your shoulder” from seeing your password displayed on the screen. The password characters are obscured from view with a repeating character. If this option is not turned on the password will be visible on the screen when selected in the Tree View.

Copy the password to the windows clipboard

When this option is selected the password is copied to the Windows clipboard after a password is selected in the Tree View. From the clipboard the password can then be “pasted” to the password entry box of any login screen. This feature is useful when the auto-login feature is not practical. See the next option, “clear the windows clipboard after two minutes” if this option is enabled.

Clear the windows clipboard after two minutes

This option should be selected when the previous option “copy the password to the window clipboard” option is selected. For added security this feature will clear the windows clipboard of the password after two minutes have elapsed since selecting the password in the Tree View. This will help prevent the password from accidentally being displayed after using the Password Vault.

Advanced Features

Auto Login

The auto-login feature is one of the most exciting features of the Password Vault. When selected this feature will allow the Password Vault to open a program or web page and then enter the information necessary to login to the program. This easy to use feature will save you time and eliminate the frustration of routine login operations.

Here’s how it works
Let’s say you have an eBay account and you want the Password Vault to open up your browser, navigate to ebay.com, and login to your account. Follow these steps to setup Password Vault.

Step	Actions
1	Create a new password by clicking the button. (see add password section for more information).

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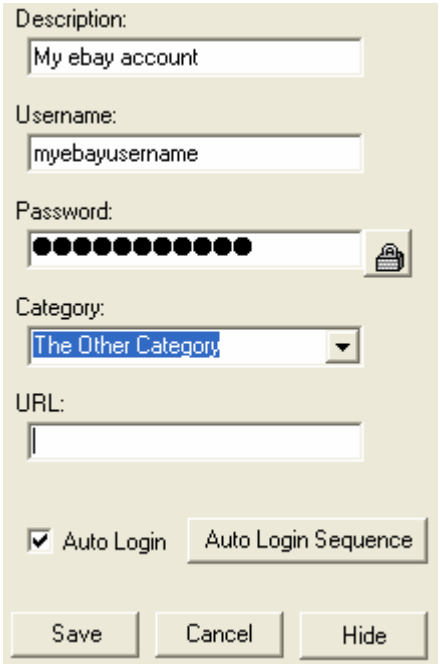
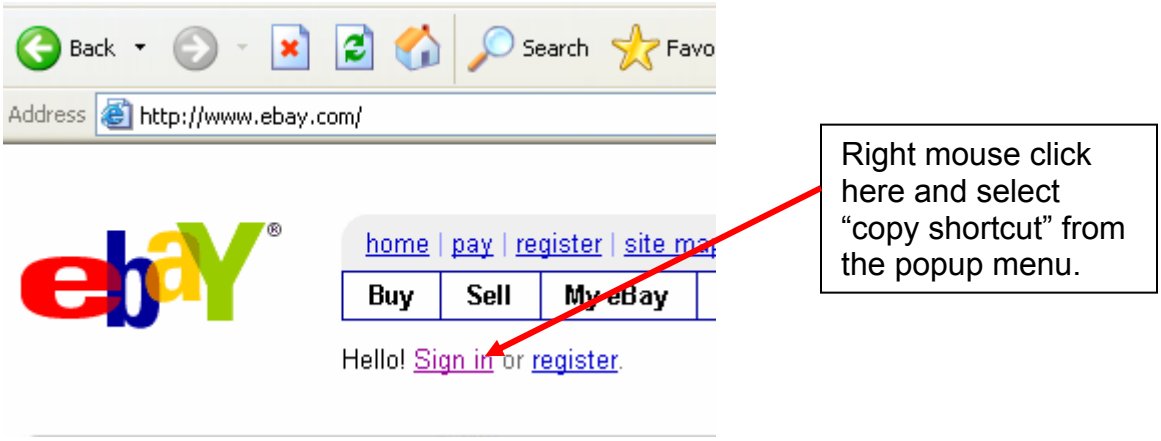
2	Enter your account information in the details pane up to the category. 
3	In the URL input box enter the web address for the login page for ebay which currently a is: http://signin.ebay.com/ws2/eBayISAPI.dll?SignIn&ssPageName=h:h:sin:US&ru=http%3A//www.ebay.com This is easily copied from the website by right clicking on the “Sign in” hyperlink and selecting “copy shortcut” from the popup menu.  This will place the address on the windows clipboard and can then be pasted into the URL box of Password Vault.

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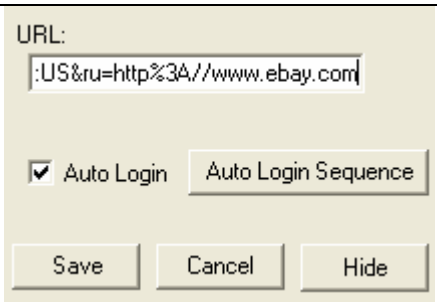
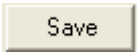
	 When saved this will turn into a hyperlink that can be clicked.
4	Click on the  button to save your changes.

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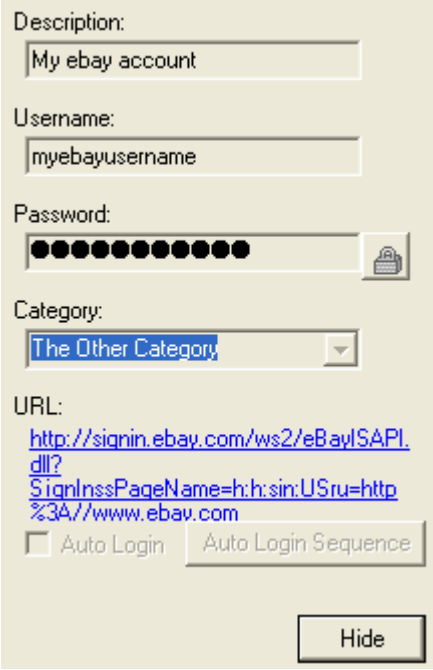
5	The detail pane should look like the image including a blue hyperlink.  Click on the hyperlink to open up the login page for ebay.
6	Your browser should open and display the ebay.com login page. If a different page is displayed click on the (edit password) button and then return to step 3 to correct the URL.

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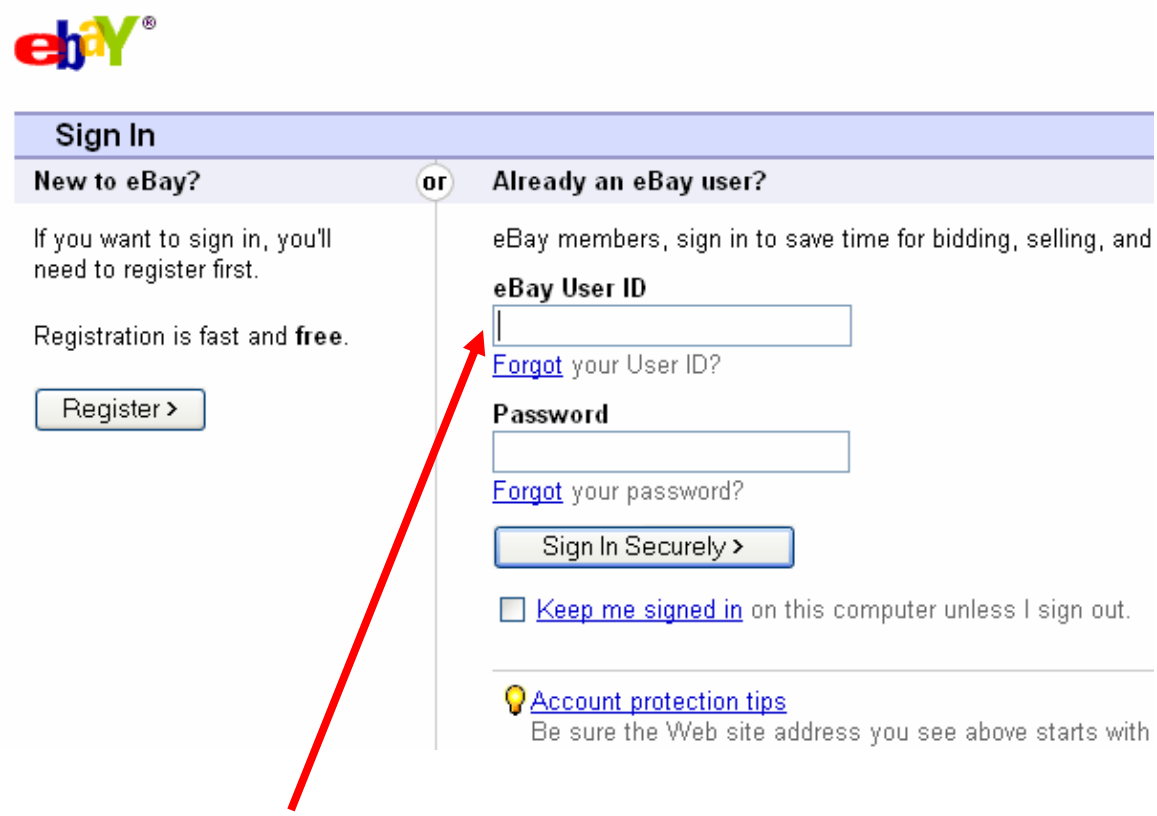
Sign In
New to eBay?
or
Already an eBay user?
If you want to sign in, you'll need to register first.
Registration is fast and free.
Register >
eBay members, sign in to save time for bidding, selling, and
eBay User ID
Forgot your User ID?
Password
Forgot your password?
Sign In Securely >
Keep me signed in on this computer unless I sign out.
Account protection tips
Be sure the Web site address you see above starts with

Notice where the cursor is located. A blinking cursor should be visible in the box labeled “eBay User ID”. This would allow you to enter your ebay username as soon as the page is displayed. In fact, to login to this page your would perform the following:

1. Type your username
2. Press the TAB key on the keyboard
3. Type your password
4. Press the ENTER key

In the next couple steps we will use the Auto Login Sequence feature to tell Password Vault to do these steps for you.

7 Click the (edit password) button. This will activate the “Auto Login Sequence” button.

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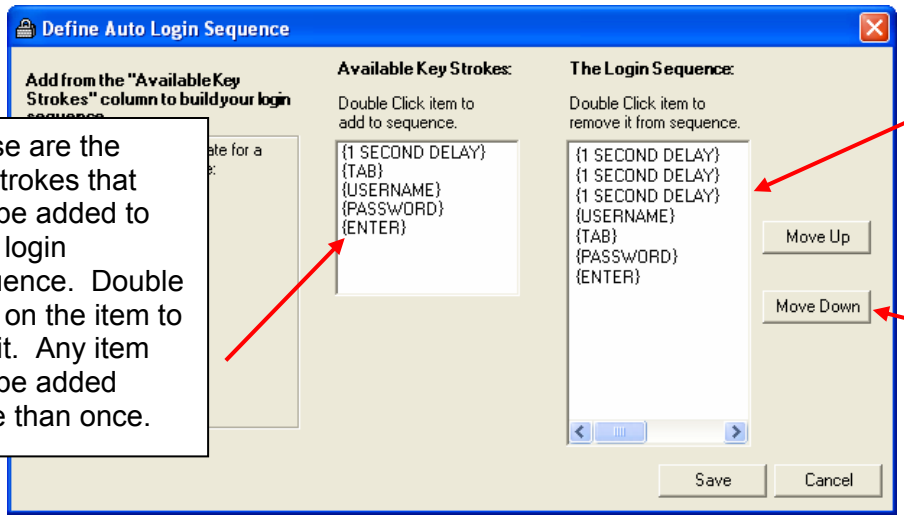
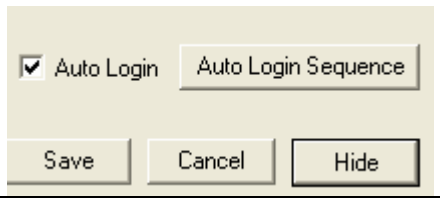
8	Click the [redacted] button the display the Login Sequence editor. This is where you will tell Password Vault what key strokes are necessary to login to eBay.  These are the keystrokes that can be added to your login sequence. Double click on the item to add it. Any item can be added more than once. By default a typical login sequence is already setup. Double click an item to remove it. Use the Move Up and Move Down buttons to set the order of keystrokes.
9	A login sequence, in the right window, is automatically created for you based on the default template. This sequence will work for a typical website login. The default login explained: 1. Three second delay – this is the time for the browser to display the ebay login page. This will vary depending on several variables and may need to be adjusted after testing the sequence. 2. Username – this is your eBay username that you saved in Password Vault. 3. TAB – the TAB key on the keyboard. This moves the cursor to the password text box. 4. Password – this is your eBay password that you saved in Password Vault. 5. Enter – the ENTER key. Pressing the ENTER key submits the information you filled in. Click on the “Save” button to save this login sequence. The form will close and the edit password screen will be displayed.
10	On the “Auto Login” check box to tell Password Vault that you want to send the Login Sequence automatically after click the URL hyperlink. 

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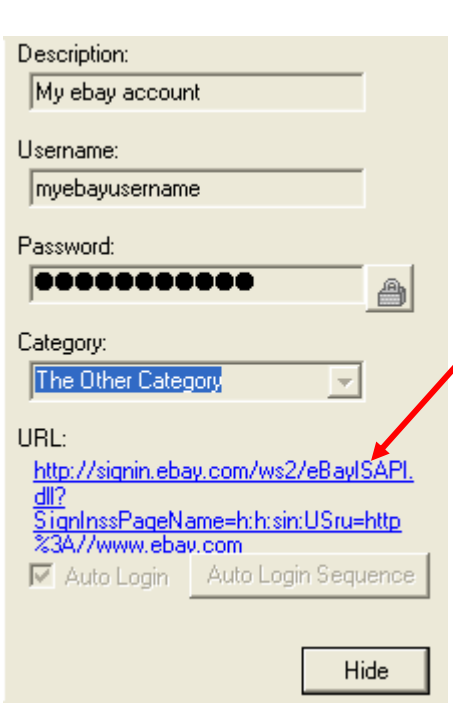
11	Click on the “Save” button to save all changes.
12	Now it is time to test your new eBay login sequence! Click on the URL hyperlink.  The following things should happen: 1. The eBay login screen should be displayed in your web browser. 2. Your username and password information should be entered automatically. 3. The login form should be submitted and your eBay account page should be displayed. If any of the above steps does not happen don’t dismay. It may take several attempts to get the login sequence correct. Repeat steps 7 thru 11 to make adjustments to your login sequence.

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Print and Export Passwords

The print and export password feature is used to make a readable backup of the information that you enter into the Password Vault. Of course this information should be kept in a VERY secure location as this information will not be in an encrypted format.

Print Passwords

This feature will allow you to create a hardcopy print out of your password information. You may want to use this feature to place a copy of your password in a safety deposit box or home safe.

Using this feature is a simple as:

Step	Actions
1	From the main menu select File > Print / Export Passwords.
2	Enter your master password and click the “Ok” button.
3	The Print form is displayed. Clicking on the button to send the information to the printer.

Export Passwords

This feature will allow you to save your password information in a readable electronic format. This is another method to back your information to a removable media and save it in a safety deposit box or home safe.

To use this feature follow these steps:

Step	Actions
1	From the main menu select File > Print / Export Passwords.
2	Enter your master password and click the “Ok” button.
3	The Print form is displayed. Click on the “Export” tab to display the export options and directions.
4	Select a delimiter for the fields in your export file or accept the default. Click the “Export to file” button to display the “File Save” dialog box.

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5	Select the location to save the export file to and specify a name for the file. Click “Save” to complete the operation.

Using with a portable USB flash drive

The Password Vault can be installed on or copied to a portable USB flash drive. This will allow you to carry your passwords to any of your computers (e.g. work and home). This also provides a extra measure of security as the information is not left on any computer that could be shared by others.

The Password Vault can be installed on a flash drive by specifying the drive during the initial installation. By default the program will be installed in you’re my documents folder.

To copy the Password Vault to a flash drive perform the following steps:

Step	Actions
1	Using the Windows explorer, open your “my documents” folder.
2	Open the folder “Bayview Software Solutions”.
3	Select the “Password Vault” folder and select Edit > Copy from the menu.
4	Browse to the flash drive using the Windows explorer and open it.
5	Select Edit > Paste from the menu to complete the copy operation.
6	The Password Vault can be run by double clicking on the pwdvault.exe file located in the “Password Vault” folder. Note: you can create a short cut to this file at the root of the flash drive for easier launching of the program.

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